

Woodstone Community Primary School Parent Forum

Terms of Reference

Objective

The objective of the Woodstone Primary School Parent Forum is to facilitate positive and effective two way communication between parents/carers and the school, providing a channel for communication, feedback and suggestions for improvement.

Specifically to:-

- promote the partnership between school staff, its pupils and its parents/carers
- develop and engage in activities which support the education and welfare of the pupils
- identify and represent the views of the parents/carers on matters affecting the education and welfare of the pupils

Scope

Specific feedback and suggestions for improvement of:

- Communication
 - Administration
 - Catering
 - School policies
- (This list can be added to)

Out of Scope

Items relating to specific pupils, specific parents/carers or individual school staff which should be discussed one to one with the relevant teacher, Deputy Headteacher or Headteacher as appropriate.

Key Responsibilities of parents/carers attending Forum

- To seek feedback and suggestions from parents/carers who may not be able to attend the Forum
- To relay the outcomes from the Parent Forum as appropriate (or direct parents/carers to minutes on the website)
- To work positively and closely with school staff to ensure improvement

Meetings

Meetings will be held half-termly

- It is the responsibility of the Headteacher / Deputy Headteacher to ensure that:
 - Meetings are scheduled and times and venues communicated
 - Minutes are posted to the school website for all parents/carers to view with copies available from the school office upon request.
 - Meetings run to time and active participation is sought from all representatives.

